

Administrative and Finance Assistant

Location: [Asia & Pacific] [Cambodia]

Town/City: Kampong Chhang

Category: Finance

Job Type: Fixed term, Full-time

JOB ANNOUNCEMENT

Administration and Finance Assistant

World Vision International is an international Christian Humanitarian Organization working with the poor and oppressed to promote human transformation and seek justice. We are global community with a purpose – to bring about positive change in the lives of the world's most vulnerable children. People are inspired to work for us because they want to contribute to making a difference. We are part of an international team, using our talent, determination and influence to invest in a better tomorrow.

Are you ready to be a change maker?

Our Cambodia Office is seeking for One (01) qualified candidate to fill in the position below

Position: Administration and Finance Assistant

Location: Rolea Pha Ea Distract, Kampong Chhnang Province

Salary: 436 US\$ - 545 US\$

Project: Graduation Base Social Protection Project

Contract Type: Fixed Duration Contract

I. THE PURPOSE OF THE POSITION

The position will provide stewardship and partnership to fulfil compliance risk and internal control requirements including other regulatory, legal, and organizational requirements. The position will provide support and guidance to all the staff based in the PROJECT office on cashiering service, produces financial reports, technical support on financial systems and will also help the project activities building and budget management to the PROJECT staff.

II. MAJOR RESPONSIBILITIES

- Ensure implementation of and compliance to WVI policies (finance, procurement, administrative and security) at PROJECT office.
- Quality and timely services to PROJECT (process payment, cashiering service, office facility, procurement requirement)
- Guide and help project team on timely and qualitative budget management.
- Responsible for data entry of financial transactions into systems.
- Support project staff in implementing the procurement plan.
- Asset and fleet management (monitoring, tracking, disposal etc.)
- Ensure project are maintaining audit compliance.

III. REQUIREMENTS:

Candidates who are offered jobs are required to produce a Local Police Clearance Certificate prior to the date of joining the organisation.

- Associate/ Bachelor degree in accounting or business administration (Finance/Accounting)
- Minimum 1 years' experience in handling accounting and administration together

- Knowledge and experience of handling office budget
- Familiar with computer MS Office software like Word, Excel, PowerPoint and electronic mail programs
- Standard of spoken and written English
- Good organizational, interpersonal skill and communication skills
- Be proactive, reliable and attentive to details

GO GREEN! SAVE THE TREES!

All applications should be sent in soft copy (word document or PDF)

World Vision Cambodia is committed to the principles of workplace diversity. Qualified women and disabled people are encouraged to apply. Only short listed candidates will be notified. Applications and CVs will not be returned.

WVI is committed to the protection of children. We do not employ staff whose background is not aligned to our child protection practices. Hence employment is conditional upon successful completion of all applicable background checks, including criminal record checks where possible.